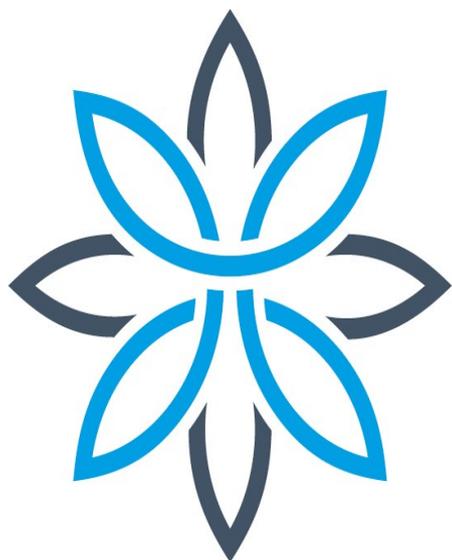


MEDICATION POLICY



FEVERSHAM
FIRST STEPS UNDERCLIFFE

MEDICATION POLICY

UPDATED SEPTEMBER 2018

MEDICATION POLICY

This policy has been written in order to promote the good health of the children in our care, in line with the Early Years Foundation Stage statutory requirements:

- We will administer prescribed short term medication to children in our care when this is required and parents have signed for it on the day when the child has been dropped off for their session. The medicine will be administered by a senior member of staff in nursery
- We will also administer non-prescribed Calpol, (which is kept in a locked cupboard in the managers office) only when there is a health reason to do so and only for a maximum of 3 consecutive days in any one week. If a child has been given Calpol on 3 consecutive days they will not be able to return to the nursery until they have been seen by a GP. The 3 days include any days when a child is not at the nursery
- Creams/lotions must be prescribed with the exception of barrier cream/cream for nappy rash. Barrier cream will be applied as and when needed for conditions such as nappy rash, eczema/dry skin and teething - refer to '*Barrier cream form*'
- We will administer non-prescribed teething gels such as bonjela and anbesol
- Prior written permission on a short term medication form must be given by a parent for each and every prescribed medication before it can be administered
- In emergencies, verbal permission over the telephone is accepted however this must only be done by a senior member of staff. Parent/carers must sign the form when they collect their child at the end of the session
- All medication must be given to a member of staff as soon as it is dropped off by the parent
- A dosage of Paracetamol may not exceed 5ml (if a child requires more than 5ml, parents will be contacted and the child sent home)
- For those children who require a short course of medication (e.g. 2 weeks or less) we will record all medicines administered on a short term medication form and parent/carers will be required to sign this daily on arrival and collection of their child. These medicines must be taken home each day and cannot be stored on site overnight
- For those children who have a medical condition which requires long term medication, prior parental permission will be recorded on a long term medication form along with instructions for when it should be administered and how. Parent/carers will be asked to sign this form on collection of their child as and when the medication is administered. The details of the child's medical condition must be detailed on a health care plan. These medications may be kept on site for as long as they are required and must be replaced by the parent when they expire (Epipen, Asthma Inhalers). If the administration of medication requires technical/medical knowledge e.g. Epipens, Insulin injections, suppositories etc. then individual training must be provided for staff from a qualified health professional which is to be arranged by parent/carers prior to the child attending
- Training must be specific to the individual child concerned
- Medication will only be administered by senior staff members or by the designated persons who have received the relevant technical/medical training from a qualified health professional

MEDICATION POLICY

- Medication will be stored out of children's reach and strictly in accordance with the product instructions
- Medication must be in date and in the original container in which it was dispensed. The label (which must be in English and legible) must include the instructions for administration. We will only administer the dosage and frequency indicated on the instructions
- Prescribed medication can only be given to that particular child; we cannot administer to any other child, including a sibling
- We cannot administer Ibuprofen, we cannot give any aspirin based medicines to children unless these are prescribed in the child's name and are in date
- The exception to this is for children with long term medical conditions such as serious food allergies, febrile convulsions, asthma, eczema etc. Medication for these conditions can be kept in the nursery as long as a care plan has been completed
- Children who are taking medication may attend nursery provided they are not suffering from an infectious illness, are not displaying any signs or symptoms of illness and they are well enough to fully participate in nursery activities; this is at the manager's discretion. Parents should consult our exclusion policy for more details
- If your child has been prescribed any antibiotics, they will not be able to attend nursery until 24 hours after their first dose, this is in case there is a reaction to the medicine
- In the case of antibiotic eye drops or cream prescribed for the treatment of conjunctivitis the first dose must be administered at home. Children may then attend the nursery as usual
- If a syringe is supplied with a child's medication the syringe must be used to administer the medicine. A medicine spoon cannot be used unless the dosage is 2.5mls or 5mls which are the measures on the medicine spoon. If a syringe is not provided and the medication dosage is not 2.5mls or 5mls the nursery will not administer the medication
- When administering medication staff will ensure that this is carried out in an appropriate environment e.g. away from other children

Please be advised that in an emergency medical situation where prior written permission has not been given to administer medicine, an ambulance will be called.

This policy was reviewed by management on: 24.09.18